ANDOVER PUBLIC SCHOOLS

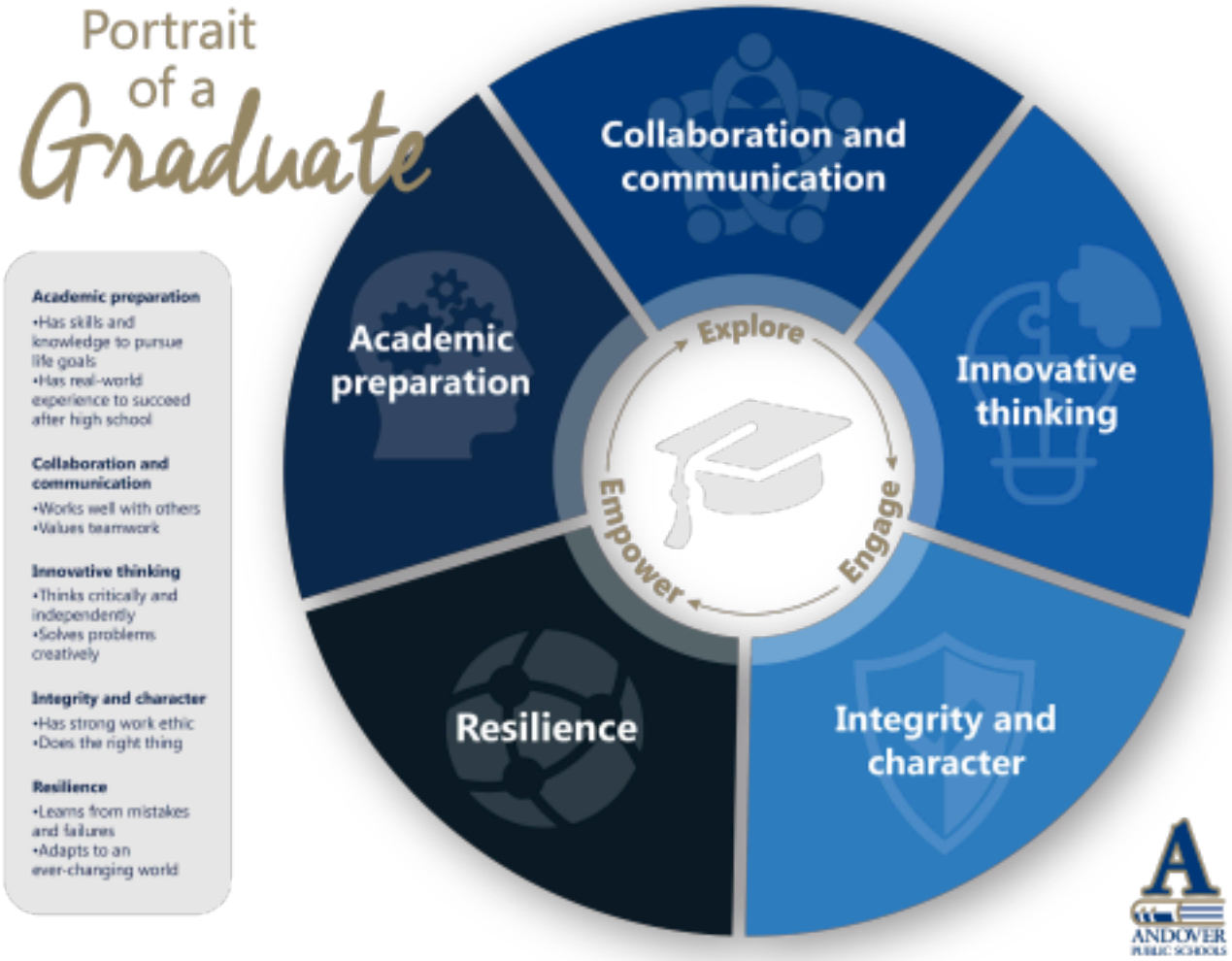


2025-26 FAMILY HANDBOOK

Elementary School

Andover USD 385 Information

District Mission Statement: Andover Public Schools prepares learners for a changing world by creating meaningful educational opportunities that equip and empower students to lead successful and fulfilling lives.



Welcome to the Andover Public Schools!

We believe:

- The primary role of the school system is to provide quality instruction.
- Excellent teachers are the foundation of quality instruction.
- High expectations, structure, discipline and a safe environment are essential for optimal learning.
- Each student can learn, grow and progress.
- Students' physical and emotional needs must be met for maximum learning to take place.
- Instruction must include consideration of learning styles, stages of readiness, and cultural background.
- Strong home, school and community partnerships maximize student potential.
- The instructional and support programs must be continually evaluated for effectiveness.
- Excellent facilities and equipment are important to a quality learning environment.
- The goal is to develop successful and productive citizens.

On behalf of the faculty and staff, it is our pleasure to welcome you to Andover Public Schools. We are proud to share our schools with you and are confident that your child will thrive in our learning community. This Family Handbook has been created in order to share valuable information on a variety of topics. Whether you are new to Andover or have experience in our district, please take a few moments to review the contents. A primary focus of the staff's mission at our district is to help students learn how to learn so that they are able to deal with change in our world. We want to ensure that children not only have a strong foundation in their reading, writing, math and science skills, but also apply this knowledge to solve challenging problems, communicate effectively and work successfully in teams.

The commitment of the staff of Andover schools' Pre-K through fifth-grade elementary program is to provide a quality education with opportunities for all students to develop intellectually, socially, physically and emotionally. A variety of teaching strategies and resources are used to maximize learning and address individual student needs. Students are provided a safe, nurturing environment built on respect and the celebration of cultural and individual differences.

Curriculum

In alignment with Kansas College and Career Readiness Standards, the district curriculum has been developed which includes standards for English Language Arts and Mathematics. Within this defined curriculum framework, each school adapts instruction to more specifically meet the needs of the current student population. This causes us to continually reevaluate instructional approaches based upon the current student population. Special Education Services, Gifted and Talented Programming, 504 Accommodation Plans, and intervention plans are available to further modify curriculum to meet needs of individuals.

English Language Arts instruction includes reading, writing, speaking and listening and language with

an emphasis on connections among the skills. Mathematics instruction emphasizes real-life application and problem-solving skills, including counting and cardinality, operations and algebraic thinking, numbers and operations, measurement and data and geometry. Instruction is also provided in social studies, science, art, music and PE. All aspects of the curriculum make use of information technologies and an extensive Media Center in each school.

Programs

Students may participate in several activities, including a variety of field trips and assemblies. Students may participate in programs such as student council, spelling bee, character or school assemblies, Red Ribbon Week, school musicals and an annual book fair.

Recognition

Student recognition plays a role in developing lifelong learners and ensuring success for all students. The staff at each school realizes the value of recognizing students for their successes in all areas of education. In our efforts to promote pride and boost self-esteem, the students are recognized for their successes in citizenship, social behaviors, and academics.

Parental Involvement

Students are given opportunities to assume responsibility for their own education and are guided to develop strong study skills, to use time efficiently, and to complete tasks. We value each child's uniqueness and try to build on his/ her strengths. Parents are our partners in the important job of educating the children of this community. Each school has an active Parent Teacher Organization. Each school has a Site Council that works as an advisory board to the principal. Opportunities are provided for volunteers to work in the schools. Communication between home and school is vital, and newsletters are provided on a regular basis.

We hope that you will find any of our elementary schools a most inviting place for your child. We value new ideas and appreciate you taking the time to learn about our schools and our traditions.

USD 385 Statement of Non-Discrimination *(Revised 12-2018)*

Andover USD 385 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its employment practices or in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. Persons having inquiries concerning USD 385's non-discrimination policies and compliance therewith may contact the school district's Compliance Coordinator at 1432 N. Andover Rd., Andover, KS, 67002, or call 316-218-4661.

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Occasionally throughout this document, reference is made to board policy (e.g. ING or JVD). This means that information provided is based on excerpts from board policy. Should policies change, the most recently adopted policy of the Board of Education will be followed, regardless of what is printed in this handbook. Board policies can be found at https://go.boarddocs.com/ks/usd385/Board.nsf/Public

Advertising and Promotion in Schools (JKA, JKA-R)

Individuals or groups not affiliated with the school system that desire to distribute or post materials on school district property must first receive permission of the building principal. The principal shall be responsible for evaluating and approving all materials before the materials are distributed or posted. The principal may consult other appropriate staff members for their input. The material shall be evaluated for educational value, service to the community, and time expended by the instructional staff for distributing and retrieving material. The superintendent shall be consulted in any cases that the principal deems may be a problem.

Animals and Plants in School (ING)

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes. If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animals to school. Animals must be adequately housed and cared for in screened cages. Handling of animals and plants by students must be on a voluntary basis. Only the teacher or students designated by the teacher are to handle the animals.

Teachers must assume primary responsibility for the humane, proper treatment of any animal in the classroom. Teachers must be aware of federal and state laws regulating the handling of animals. (KSA 21-4310) If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care and safety.

For further details, a complete set of guidelines for bringing animals into the classroom can be found in the approved district science curriculum. It is the classroom teacher's responsibility to ensure compliance with these guidelines.

Academic Honesty

Andover elementary schools strive to maintain a quality and fair learning environment. The following instances of academic dishonesty compromise this standard:

- Copying, attempting to copy, or giving answers to another student during an examination
- Failing to credit the product of someone else's creativity
- Copying or permitting another student to copy or obtain credit for one's work, (including, but not limited to, homework, papers, project, laboratory report, take-home exam or in class work) other than for a teacher approved collaborative effort.
- Any other action intended to obtain credit for work not one's own.

If a student is guilty of academic dishonesty, the consequences will be determined on an individual basis. Repeated infractions may result in disciplinary actions including suspension, expulsion or mandatory reassignment.

Attendance (See AEB, IHEA, JBE, JB, JBD and JDD)

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student. Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

Excused/Unexcused Absences: The definition of "excused absence" includes the following:

- Personal illness
- Health-related treatment, examination or recuperation
- Serious illness or death of a family member
- Obligatory religious observances
- Participation in a district-approved or school sponsored activity or course
- Absences pre arranged by parents and approved by the principal
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment

All absences which do not fit into one of the above categories would be considered an unexcused absence.

Valid Excuse for Absence Required*:* The following are deemed as valid excuses for absence within the limits established by the excessive absence policy: personal illness, family illness, death in the family or of friends, doctor or dental appointments, court proceedings, religious observances, school activities, students whose parents are active duty personnel may have additional excused absences at the discretion of the district relative to leave or deployment and other absences which are deemed necessary by the parents and approved in advance by the administration.

Unexcused Absences from School: A student is unexcused when absent without a valid excuse. When school is in session, leaving without receiving permission from the office will be counted as unexcused. Examples of unexcused absences (this is not intended to be an all-inclusive list) include senior pictures, hair appointments, oversleeping, missing the bus, working, car trouble without immediate verification from parents, (with verification excused only one time per semester), running errands or personal business, job interviews, homework and skipping school. Students who skip school or arrive late for unexcused reasons will be dealt with in accordance with building policy.

Excessive Absence: Excessive absence is defined by Kansas compulsory education laws (K.S.A. 72-1113), any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. Any absence past the building's limit (10 per semester) will not be excused unless it is for illness verified by a licensed physician or for absences approved in advance by the administration. Exceptions include students who are hospitalized or suffering from a long-term or chronic illness while under the care of a licensed

physician will be exempt from this provision. Long-term illness is defined as an illness which keeps a student out of school for at least four consecutive days.

Procedure for Excessive Absence: The principal shall develop a procedure for notifying parents of excessive absences. Should the student reach the building absence limit, a parent conference will be scheduled to discuss the attendance requirements for the rest of the semester.

Vacations: All vacations must be pre arranged with the office at least five days prior to the student leaving. The vacation will be excused only inasmuch as it falls within the building absence limit. Any days, which exceed the limit, will be counted as unexcused. Students who miss classes for vacations need to make advance arrangements with their teachers for make-up work and may be required to complete assignments prior to leaving.

Doctor and Dental Appointments: To be excused, all doctor and dental appointments after the building absences limit must be verified by an appointment card. Every effort should be made to ensure that the student does not continue to miss the same class period for these appointments. In most cases, students will be excused for a maximum of one-half day for these appointments.

School-Sponsored Activities: All absences which result from students participating in school-sponsored activities will be excused. These absences do not count towards the building absence limit. Students who miss classes for school-sponsored activities need to make advance arrangements with their teachers for make-up work.

Military Families and Attendance: Children of active duty personnel shall have additional excused absences at the discretion of the district for visitations relative to leave or deployment.

Significant Part of a School Day: An absence of two or more hours in any school day shall be considered an absence for a significant part of the school day.

Make-Up Work: It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. In general, two days are given to complete daily work missed due to each day of excused absence. For extended illness, the student will be limited to five school days following their return to make up work missed. Exceptions to this rule can be made through special arrangements with the teacher or administration. No make-up work will be allowed for unexcused absences. Tests which have been scheduled in advance and long term assignments need to be completed on arrival back to school.

Truancy (JBE): Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made, the building principal or designee shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant. Prior to reporting to either Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in

the student being reported truant.

Involvement of Law Enforcement: Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.

Reporting to Parents: If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Bicycles/ Skateboards/ Rollerblades/ Scooters/Hoverboards

All bicycles and scooters are to be parked at the bicycle racks on the school grounds. Bicycles, scooters and hoverboards are to be ridden in a controlled and safe manner while traveling to and from school. There will be NO riding of bicycles, roller blades, skateboards, scooters or hoverboards on the school grounds during the school day. All bikes and scooters on the grounds should be locked and not be left overnight. The district cannot be held responsible for damage or theft of these items.

Bullying (JDDC)

The board of education prohibits bullying in any form, by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law. The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Bus Procedures/ Transportation

It is the right of every student being transported on a bus to receive the service in the safest possible manner. In order to ensure this, it is necessary for all students to know, and to follow the rules. Parents are urged to help their children understand the importance of these rules as they relate to their safety, remember the bus ride is an extension of the school day and that school classroom conduct is expected at the bus stop as well as on the bus. Routing team will set parameters for your child's bus stop and parents should receive the information shortly after enrollment.

Expectations:

1. Children should attempt to arrive at their bus stop 5 minutes early, and get there no later than their designated pick up time.
2. Bus will have a set arrival time and will wait one minute before leaving the stop. (If the driver does not see your child, your child will have missed the bus.)
3. If the student misses the bus and based on GPS information shows our staff arrived early and left early at stop, dispatch will ask the driver to return to the student bus stop. If GPS shows the bus arrived on time your student will have missed the bus.
4. If there is a change to the scheduled pick-up time, parents will be notified.
5. Special Needs Students, Pre-k, and Kindergarten are required to be received by a parent/guardian or approved person though USD 385 district office. Exception: A regular

education Kindergarten student who has an older sibling riding the bus may exit the bus with the older sibling or be met at the bus by a sibling who is 10 years of age or older. On a day when the older sibling does not attend school or ride the bus, the Kindergarten student must be received.

6. Riding the bus with friends is based on the space available on the bus. Parents of both students must write a note giving permission. School principal or designee must sign. (24 hours advance notice is required)
7. Due to allergies and choking, students will not be allowed to eat on the bus at any time. The only exception is bottled water due to hot temperatures.
8. Student management is based on "In the Driver Seat" **Champs**. Other expectations are:
   - The driver is in charge at all times. He/she may assign seats if deemed appropriate.
   - Use of appropriate language - Abusive language, cursing on or around the bus, threats toward drivers or other riders shall be subject to disciplinary actions.
   - Sitting - Bus riders are to sit bottom to bottom, back to back, facing forward. Feet, legs and arms must be kept inside the rider's compartment.
   - Possessions - Backpacks and musical instruments are to be kept under the seat or in lap, as seating is limited. Backpacks and musical instruments should not occupy a second seat or be in the aisle.
   - Hands to self - Unwelcome touching by any student of another student will not be tolerated.
   - Bus stop behaviors will be addressed by the driver and reported to building principals.
9. The use of Personal Electronic Devices (PEDs) such as cell phones and iPod's are allowed on the bus when used quietly and appropriately (headphones or earbuds are recommended). Students are personally responsible for the security of any PEDs.
10. The following items will not be allowed on the bus: skateboards, balls not secured in a backpack, water guns, facsimile of weapons, animals/pets, (exceptions service animals) scooters, balloons, or any object that is prohibited by the school district policy, which may cause a driver distraction, or is a safety hazard on the bus.
11. Students will be held accountable for any damage or destruction to the bus or other rider's personal property. This includes graffiti and seat destruction. Cost of repairs for damages to bus interiors or exteriors caused by students, shall be reimbursed to First Student Inc. Video evidence will subject the students to disciplinary action up to and including loss of privileges to ride the bus.

If you have any questions, please call: FIRST STUDENT at 316-218-4621

Complaints (KN; See also BCBI, GAACA, GAAB, GAAF, IF, IKD JGEC and JCE) The district is committed to maintaining a safe and healthy working and learning environment for everyone. The board encourages all complaints regarding the district to be resolved at the lowest possible level. If parents have a concern regarding their student, he/she will:

1. First contact the student's teacher(s).
2. If not satisfied, contact the building principal.
3. If not satisfied, contact the superintendent.
4. If not satisfied, request a place on the board agenda in order to address the board. Copies of board policies are available in each school office and media center or may be obtained by calling the USD 385 District Office at 218-4660 or in person at 1432 N. Andover Rd., Andover, KS 67002.

Counselor

The school counselor provides guidance and counseling services for all students. Classroom visits, small groups and individual counseling are part of the counselor's role. Students wishing to see the counselor should always check first with the supervising teacher. Parents/guardians, students and teachers are always welcome and are encouraged to contact the counselor.

Custodial/ Non-Custodial Parental Rights (KCB)

The district recognizes that divorced parents continue to share care-giving and custody of their children and that each parent, if not otherwise prohibited by court order, should have equal access to information regarding his/her child's school progress and activities. The district recognizes the value of providing information to both parents regarding school progress and activities pertaining to their child. Upon request to a child's principal, either parent may obtain copies of school information such as report cards and progress reports.

Discrimination/ Harassment

Racial and Disability Harassment: Students JGECA (See GAACA, GAAB, GAF, JDDC and KN):

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin or disability. Discrimination or harassment on the basis of race, color or national origin (racial harassment) or on the basis of disability (disability harassment) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, and vendors and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964 and the Kansas Acts against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to so harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color, national origin or disability in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services,

activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material. The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student, who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated. If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint, testified, assisted or participated in any investigation, proceeding or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy shall be posted in each district facility and shall also be published in student handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

Sexual Harassment JGEC (See GAAC, GAAD, GAF, JDDC and KN): The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events within the United States. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to:verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such

harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

The full policy can be found in the BOE policy handbook (JGEC) A summary of this policy shall be posted in each district facility and shall also be published in student handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

Dress Code

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary.

The school's responsibility is to provide the very best education for each student. We hope that every child and every parent/guardian will help us achieve this goal. Challenging the school's staff with extreme dress habits does not provide the attitudes that are necessary for full educational growth.

Drug Free Schools (JDDA)

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale or distribution and/or being under the influence of illicit drugs, controlled substances and/or alcohol by students at school, on or in school property or at school-sponsored activities or events is prohibited.

Possession, use and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances; 2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA2; and
3. Used, if at all, in accordance with label directions.

Student Conduct: As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not manufacture, sell, distribute, dispense, possess, use and/or be under the influence of illicit drugs, controlled substances or alcoholic beverages on or in school district property, or at any school activity, program or event. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials and will be subject to the following:

1. First Offense. A first time violator shall be subject to the following sanctions:
   A. A punishment up to and including long-term suspension, up to 90 school days; or an expulsion,

which could be up to 186 school days.

B. Suspension from all student activities for the period of suspension or expulsion from school.

2. Second offense. A second time violator shall be subject to the following sanction:

A. A punishment up to and including long-term suspension, up to 90 school days; or an expulsion, which could be up to 186 school days.

B. Suspension from all student activities for the period of suspension or expulsion from school.

C. A student placed on long-term suspension or expulsion under this policy could be considered for re-admittance on a probationary status. This re-admittance would require the student agreeing to complete a drug and alcohol rehabilitation program.

3. Third and subsequent offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

A. A punishment up to and including long-term suspension, up to 90 school days; or an expulsion, which could be up to 186 school days.

B. Suspension from participation and attendance at all school activities for up to one year.

C.A student who is expelled from school under the terms of this policy could be considered for re-admittance on a probationary status. This re-admittance would require the student agreeing to complete a drug and alcohol rehabilitation program. Students who are suspended or expelled under the terms of this policy could be considered for re-admittance on a probationary status. This re-admittance would require the student agreeing to complete a drug and alcohol rehabilitation program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such a program will be borne by the student and his or her parents. A list of available programs, along with names and addresses of contact persons for the program, is on file with the board clerk or school counselors. Parents or students should contact the directors of the programs to determine the cost and length of the programs. Parents of all students shall be notified that compliance with this policy is mandatory.

Emergency Safety Interventions (See GAAF, GAO, JQ, JRB and KN)

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions: “Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A 72-8222, and amendments thereto.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located but is not a law enforcement officer or police officer.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint: All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint:
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;

● Using physical restraint that impacts a student's primary mode of communication; ● Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and

- Use of mechanical restraint, except:
    - o Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
    - o Any device used by a certified law enforcement officers to carry out law enforcement duties; or
    - o Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions: ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions: A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical conditions must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such a written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion: When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather. A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such a room shall be free of any condition that could be a danger to the student, well-ventilated and sufficiently lighted.

Training: All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation: The principal or designee shall notify an emergency contact person for such student, the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; a space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESI's is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource and Campus Security Officers: Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy. If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents: Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the

following:

- Date and time of the ESI,
- Type of ESI
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data: District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use: After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such a meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence. For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting, If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such a meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process: If a parent believes that an emergency safety intervention has

been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below. The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident. Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such an investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigators shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint. If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Emergency School Closing/Inclement Weather

If USD 385 needs to announce the closing of some or all schools or a shortened school day in the district for any emergency reason (including weather disruption, fuel problems, etc.) district personnel will use School Messenger, an automated notification system, which calls all phone numbers listed in PowerSchool. Wichita-metro area and the news will be communicated by social media and on usd385.org. Generally the decision to close will be made by 6 a.m. In the event school is closed, cancellation would apply to any scheduled event for that day, including evening programs or activities, conferences or meetings scheduled before or after school when otherwise noted. If school remains open, parents who choose to keep their children at home should notify the appropriate school.

Inclement Weather Procedure

In the event severe weather conditions are present or forecasted for our area, the district policy for dismissal and event cancellation is as follows:

- Under a Tornado Watch (conditions are favorable for tornado or severe weather), weather information will be monitored in the district and building administrative offices. School will be

conducted as scheduled. Activity schedules will be considered by the building administrators following consultation with weather departments of the National Weather Service or media.

- Under a Tornado Warning (tornado may be imminent), students will proceed to designated positions at the direction of school staff. Schools will not be dismissed and students will not be released until the warning has expired. No buses will begin their route or activity runs.
- If a Tornado Warning is received while route buses are operating, the driver will take students to an appropriate shelter. If shelter is not available, the driver will evacuate the students from the bus and will have students lie in a ditch, on their stomachs, with their arms over their heads, until the emergency has passed. All Andover Public Schools buses will maintain radio communications with the buildings and the transportation department.

If parents have additional questions regarding severe weather procedures, please contact your building principal or the District Office.

If there were to be a disaster during school hours, parents will need to do the following:

- DO NOT GO TO THE BUILDING UNLESS DIRECTED TO DO SO.
- Listen to the School Messenger phone system, social media or media outlets for instructions on where and when to pick up your child (the reunification center).
- Bring a legal form of identification in order to sign out your child.

Enrollment Fees

Enrollment fees for grades K-5 are determined each year by the Board of Education. Students enrolling after the first nine week period will pay a prorated portion of this amount. Those qualifying for free or reduced lunches also qualify for waived enrollment fees. The Early Childhood and Pre-K students will be assessed an additional tuition fee, to be determined annually by the Board of Education.

Enrollment Requirements

Kindergarten – Fifth Grade requirements:

1. Proof of identity (birth certificate or school records)
2. K.C.I. (Kansas Certificate of Immunization)
3. Health Examination Report
4. Pay enrollment and food service fees
5. Complete USD 385 online enrollment annually

Additional Kindergarten requirements:

1. Kansas law state that a student must be the age of 5 on or before August 31 of the current school year, or
2. Any child who was a resident in another state, had entered and was in attendance in kindergarten regardless of age.

Additional First Grade requirements:

1. Kansas law states that a student must be the age of 6 on or before August 31 of the current school year, or

2. Any child who completed kindergarten in this state or another state accredited program regardless of age.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days from the day the district receives a request for access.
2. Parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent/guardian of an eligible student believes is inaccurate or misleading.
4. Parents/guardians or eligible students may ask Andover Public Schools to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
5. If the district decides not to amend the record as requested by the parent/guardian or eligible student, the district will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian of eligible students when notified of the right to a hearing.
6. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.
7. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
8. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
9. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independent Avenue, SW, Washington, DC 20202-4605.

Student Data and FERPA

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Andover Public Schools, with certain exceptions, obtain your consent prior to the disclosure of personally identifiable information from your child's education records. However, Andover Public Schools may disclose appropriately designated "directory information" without consent, unless you have advised Andover

Public Schools to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Andover Public Schools to include this type of information from your child's education records in certain communication tools. Please be aware that although Andover USD 385 does not create a student directory, it is necessary for parent/guardian to advise the district if you do not wish to give consent for "directory information" items.

"Directory information" includes student name, parent name(s); address; telephone listing; parent email address; photograph; video images; audio recordings; date of birth; dates of attendance; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent education agency or institution attended. Examples of where this information may be used include district and school newsletters, newspapers, and news releases; district and school websites, blogs and official social media sites; general district marketing materials, publications and mailings; programs showing your student's participation; honor rolls; and yearbook and graduation programs.

If you do not wish for directory information to be disclosed, please contact the Director of Communication at info@usd385.org or by mail to USD 385-Andover Public Schools, 1432 N. Andover Rd., Andover, KS 67002. If refusal is not filed, Andover Public Schools assumes there is no objection to the release of the directory information designated.

Field Trips

Field trips will be of an educational nature and a parent consent form will be available to sign at the time of enrollment. The classroom teacher will notify parents/guardians of planned field trips. School buses will be used to transport students on field trips. Parents/guardians who are assisting as chaperones are not to bring other children.

Food Service Programs

Breakfast is available to all students each day before classes begin.

Lunch offers a choice of three entrée options daily. Option 1 is a hot entrée with vegetables; Option 2 is either a hot or cold entrée with a vegetable; Option 3 is a prepared salad.

Monthly menus are available at the District web page, www.usd385.org, and on the MySchoolMenus App.

Ala Carte: Extra juice and seconds are considered part of the ala carte service. Students with positive account balances may purchase extra milk or juice. A limited a la carte program is offered to participating fifth grade students with positive account balances. If a student's account has a balance of $0.00 or below, ala carte will not be charged to the account. Students on the Free/Reduced lunch program are required to pay for additional ala carte items.

Payments: Parents may monitor student account balances and make payments online which can be found on the district's website - usd385.org/ (student last name and ID number required). Balances are updated each morning with previous day activity. ** Please allow a minimum of 24 hours for online deposits to be processed and appear in student accounts. Payments to the student meal account after 9AM will not be reflected in the account balance until the next school day. **

Cash or check payments are accepted at your child's school office or cafeteria. Please indicate

student name(s) and ID number(s) in the memo line. Payments may also be made to the Food Services office, 202 W. Market, Andover, KS 67002; 316-218-4603. Cash is accepted for all purchases in the lunchroom.

The Nutrikids system places deposits into individual accounts, not family accounts. Deposits must be placed in an envelope accompanied by the student's name and ID number. Deposits to multiple student accounts may be made at any school. One check may be written for subtotals in the memo line.

Parents will receive email account notifications when a student's balance reaches $40.00 and **below**. Additional emails, a phone call or letter of account status is sent if balance falls below **$10.00** per **student**. Charges will not be allowed on student meal accounts after the balance reaches **negative $10.00** until the balance is paid in full. Students will be allowed to purchase a meal if paying in cash. Students who cannot pay for a meal will be provided with an alternate meal.

Student photos are displayed when the student lunch ID is entered into the serving line keypad, improving accuracy and security. Account information regarding allergies; whether the student can or cannot charge a la carte item and account comments are also displayed when the Student ID is entered into the serving line keypad. For the student's protection, full, reduced or free meal status is not displayed in the serving line.

Free & Reduced Meals are available to qualifying households. Forms are available through usd385.org/foodservice or through Bonnie Scarth at Support Services, 202 W Market, 316-218-4603. **Meal Modification** forms for food allergies and/or disabilities are available through www.usd385.org.

"Out" for Lunch: If you take your child out to lunch, you must stop at the office to sign them out and you must sign the student back in upon return to school.

Fundraising (JKB)

Fundraising is the process of securing revenue, supplies, or equipment to supplement and/or enhance approved school sponsored clubs, activities, or programs. Student fundraising should not interfere with the educational mission of the school nor adversely affect the instructional program of the school. Fundraising activities must be such that it is not likely to create a poor public relations image for the district. Proposed fundraising activities shall be submitted for review on a fundraising application. The application will include specific purposes of the activity and should be submitted at least four weeks prior to the fundraising event. All fundraising activities and projects for all sports, activities, and clubs must have the approval of the building principal. Events that are anticipated to raise more than $5,000 will be forwarded to the superintendent of schools by the building principal for approval. Fundraising activities are to be approved prior to the event being organized and conducted. Building administrators will provide the district office a calendar of scheduled fundraising activities for the year by Sept. 1 of each school year, and provide monthly updates for additions and changes.

Parents should be notified in advance of the nature of the fundraising activity and the purpose for which the activity is being held. Students are to be given the opportunity not to participate in the

activity without penalty. Door-to-door fundraising is discouraged for elementary school students unless the student is to be accompanied by an adult. Results of fundraising activities will be reported to the building administration and the district business manager.

Valid purposes for fundraisers include:

- Raising money or items for school or school related activities (groups raising funds for out-of-state trips are limited to one trip every two years)
- Raising money or items for non-profit charitable organizations
- Raising money or items for families or groups in need

Fundraising organizations approved to solicit on behalf of the schools include:

- Student organizations or activity groups
- Students on behalf of school projects for charitable groups or purposes
- School supportive organizations such as booster clubs, foundations, site councils, PTOs

Parent support groups shall provide a list of expected fundraiser activities for the building administration to place on the calendar and approve. Outside organizations desiring to sell products at a school activity must obtain approval from the school administration.

Information on fundraising activities may be sent home only for activities involving USD 385 sponsored groups, local civic groups, and nonprofit organizations that are secular in nature. Information on requests for fundraising activities for other groups may be made available in school offices as determined by the building administrator.

Gift Deliveries

We discourage the delivery of flower, balloon and cookie bouquets to the school. The bouquets are difficult for students to transport home and often interfere with classroom instruction. If bouquets are delivered to school, they are held in the office until the end of the school day. Parents may be asked to transport the bouquets home if deemed necessary. Bouquets in glass containers and large balloons will not be allowed on the school bus.

Grading System

Andover uses a Standards-Based Report Card aligned with the Kansas College and Career Ready Standards. Standards-based reporting shows parents and students the level of progress demonstrated for specific skills and concepts within the subject area. Throughout each nine-week period, teachers collect evidence of student learning for each assessed standard such as assignments, tests, checklists, rubrics, writing samples, projects, presentations, and observations. The grades for each standard must be based on at least three forms of assessment and professional judgment, with emphasis being placed on the student's current level of understanding with the standards being assessed. Standards-based grading reflects the student's progress toward mastery of a specific standard at the time of reporting rather than an overall average within a nine-week period. On a Standards-based report card, the student's academic proficiency is reported separately from his or her behavior performance. A child's work-study habits must not influence the academic grade taken for each assessed standard.

Health Assessment

K.S.A. 72-6267 Every pupil up to the age of nine years who has not previously enrolled in any school in this state, prior to admission to and attendance in school, shall present to the appropriate school board the results of a health assessment, pursuant to subsection (g), which assessment shall have been conducted within 12 months of school entry by a nurse who has completed the department of health and environment training and certification, by a physician or by a person acting under the direction of a physician. Information contained in the health assessment shall be confidential and shall not be disclosed or made public beyond that necessary under this section except that: (1) Information contained in the health assessment may be disclosed to school board personnel but only to the extent necessary to administer this section and protect the health of the pupil; (2) if a medical emergency exists, the information contained in the health assessment may be disclosed to medical personnel to the extent necessary to protect the health of the pupil; (3) if the parent or guardian of a pupil under 18 years of age consents to the disclosure of the information contained in the health assessment or, if the pupil is 18 years of age or older, if the pupil consents to the disclosure of the information; and (4) if no person can be identified in the information to be disclosed and the disclosure is for statistical purposes.

The school board of every school affected by this section may exclude from school attendance, or by policy adopted by any such school board authorize any certificated employee or committee of certificated employees to exclude from school attendance, any pupil who is subject to and who has not complied.

This law can be found at http://www.kslegislature.org/li/ USD 385 Health Services prefer the physical to be recorded on a Kansas Health Examination Report form which is available in the school offices, website and/or health rooms. If you are transferring from another school, please have the previous school forward the physical. If you are transferring from another state and your child is under 9 years of age, a current Kansas health exam is required. If you are entering kindergarten, a current Kansas health exam is required. As an alternative to the required health assessment, a pupil shall present a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessments; or a written statement signed by one parent or guardian that such assessment will be scheduled and completed within 90 days after admission to school.

Health Immunizations (JGCB)

K.S.A. 72-6262 requires all Kansas school children to have a complete immunization series. Any student enrolling in any school in the district shall provide the building principal or health room with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required. The immunization record must be signed by a physician, his/her designee, or a health department designee, and can be transcribed by the school nurse.

The Kansas Statutes related to school immunizations, the most current Kansas Certificate of Immunizations Form (KCI- which will provide information on all required and recommended immunizations including changes in these requirements) and the KCI-Form B (Medical Exemption

Form) are all available via the Kansas Department of Health and Environment at www.kdheks.gov/immunize/imm_manual_pdf/. Section E of this Immunization Manual deals with all school requirement information and is where to find the above segments. Required immunizations for school entry can be found on the reverse side of the KCI (Kansas Certificate of Immunization) form. In addition, letters to inform parents of students affected by requirement changes for the following school year will be mailed out on or before May 15 (see below). Parents will then have the summer months to take actions needed to meet these requirements before the start of school in August.

On or before May 15 for the beginning of the following school year, school boards or their designees shall provide information on immunization applicable to school age children to parents and guardians of all known pupils who are enrolled or who will be enrolling in the school of the provisions of the law and of any policy regarding its implementation. The information on immunizations shall include 1.) a list of sources for additional information; and 2.) related standards issued by the national centers for disease control and prevention.

Changes to immunization laws/requirements will be communicated to parents or guardians as soon as possible when, and if, they occur over the summer months. KAR: 28-1-6. The superintendent or designee may exclude students who fail to provide documentation as required by law from school until statutory requirements are satisfied. In the Andover school district, USD 385, this occurs at the end of the first grading period. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak. Each building principal shall forward evidence of compliance with the immunization law to other schools or school districts, when required, by such schools or the student's parents/guardians. Required immunizations for school entry can be found on the reverse side of the KCI (Kansas Certificate of Immunization) form, which may be used. When immunizations are offered at school, parents may delegate in writing their authority to consent to such immunizations. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations only as provided for in current law. Immunizations are available through the Butler County Health Department at a reduced fee, for those who qualify.*

If your child should be exempt from immunizations, you must provide either an annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child, or a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations. Both the affidavits and the KCIs can be obtained from your physician, the health department, or are available through the school nurse's office.

If you are transferring from another school, please have the previous school forward immunization records.

Kansas Weblz (the statewide immunization registry) may be utilized for input and procurement of immunizations.

PARENTS/GUARDIANS OF EXEMPT CHILDREN ARE HEREBY NOTIFIED THAT EXEMPT CHILDREN SHALL BE EXCLUDED FROM SCHOOL IN THE EVENT OF AN OUTBREAK OR SUSPECTED CASE OF A VACCINE-PREVENTABLE DISEASE.

Health Information

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act Regulations (FERPA) provisions ensuring the confidentiality of protected health information.

Food Service Restrictions: Forms are available through Health Services or Food Services for students who require food substitutions for dietary restrictions. These forms are to be completed annually by a medical authority.

Medications: Over the counter and prescription medications can be administered at the school through the health office. The following guidelines will be strictly adhered to:

Over-the-counter Medications:

Parents/Guardians of students in grades K-5 may choose to allow their child to receive over-the-counter medications (acetaminophen, ibuprofen, triple antibiotic ointment, cough drops, anti-itch cream, etc.) in the school setting utilizing the following guidelines, no physician's signature required.

1. Parents/Guardians must present an annual signed parental OTC Medication Form which can be found at usd.385.org. > Nurse's Corner or in the Health Office.
2. OTC medications will need to be provided by the parent/guardian and must be delivered to the school in an original sealed container, appropriately labeled with the dosage for student's age.
3. OTC medications will be given according to label instructions. Current weight may need to be obtained.
4. Vitamins, supplements and other once or twice a day medications should be given at home.
5. All medications at school are given at the discretion of the school nurse who may ask for clarification *and/or refuse to administer any medication.*

Prescription Medications:

1. *All prescription medi*cations require written permission from the parent/guardian AND physician. Permission must be updated every year.
2. Prescription medications must be provided in the original container.
3. All controlled substances defined as such under state or federal law will be kept in locked cabinets under the supervision of the registered nurse.

Screenings: (JGCD) Vision, hearing and dental screenings will be conducted in the district as part of the overall health services program. Such screenings will be administered in accordance with state law. When appropriate, other screenings deemed beneficial to students may be performed in the school health program. Students not passing the first screening test in any area may be re-tested. If problems are present, the parent will be notified so that they may be able to make arrangements for proper medical care. Any student may be referred for a screening during the school year by a parent, teacher, administrator, counselor, or the school nurse.

When these screenings are not performed by district staff, the board authorizes the superintendent or designee to identify healthcare service providers to provide them. Such healthcare service providers shall be required to enter into a contract with the district prior to providing any screenings or other services to students in the school setting.

Communicable Diseases: (JGCC) Please report all communicable diseases, including but not limited to cases of strep, pink eye, chicken pox, head lice and fifth's disease to the office. If your child is absent from school due to a communicable disease, he/she may be required to have a doctor's permit to return to class and/or be readmitted by the school nurse. Any student noted by a physician or the school nurse, or local health officer as having a communicable disease may be excluded from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician, the local health officer, or after the expiration of any period of isolation or quarantine. The board reserves the right to require a written statement from the student's physician or local health officer indicating that the student is no longer contagious.

Head Lice: Head lice can happen to anyone. It is NOT a sign of having poor health habits or of being dirty. Kansas State Law DOES NOT require that students who are infested with head lice be withdrawn from school. USD #385 District Policy DOES require students with live bugs and or nits be withdrawn from school until they have been treated with an adequate lice remover (special shampoo or cream rinse) and nits have been removed. As a reminder, the shampoos are usually to be placed on DRY hair (not wet) and treatments are to be repeated in one week. Sunlight will help you identify and pull out the nits. At USD #385 we do allow up to 10 nits to be found as we are aware how hard it is to locate and remove them all. Nurses may check close friends, classmates, and siblings of students with known cases. Rechecks will be done for positive cases of lice prior to re-entry into school, with symptoms, and when otherwise indicated. All positive cases must be readmitted via a clear exam through the health room. If you have any questions, call your school nurse.

Injury/ Illnesses: If your child has a fever of 100 degrees or above, or has vomited in the past 24 hours, they should not attend school. Students with these symptoms need to be at home so they can recover. Sending the child to school needlessly exposes other children to germs. You will be 28 contacted to pick your child up from school if he/she has a temperature of 100+ has vomited and/or is otherwise ill.

Students should not return to school until 24 hours after a fever breaks, vomiting has ceased, or until 24 hours of antibiotic therapy treatment is completed or until quarantine requirements from K.A.R. 28-1-6 are satisfied. This includes symptom free WITHOUT the help of any medications.

A parent request for their child not to participate in Physical Education requires the parent and/or guardians' signature for a one-day release from physical education. Student conditions are requested on these notes. Students requiring restrictions and/or exemptions from physical education activities for more than one day must have a physician's order stating the exclusions and restrictions and will require a second note releasing them from activity restrictions.

First Aid: First aid will be given for minor injuries only. If injuries are serious, the parents/guardians will be contacted, but if we are unable to reach them, the student will be transported to the hospital at

the expense of the parents/guardian. If a child becomes ill at school, parents will be called. Please be sure your correct emergency, work, cell and home phone numbers are reported to the school office. These numbers should be updated every year at enrollment and when changed in Powerschool

Homework (IHB)

The use of homework as a means to discipline students is prohibited. Homework shall be assigned on an as needed basis and shall never exceed students' capacity to complete within a reasonable time.

Key Academy

The YMCA will provide children with quality before-and after-school care. Fully qualified staff provide strong leadership and consistency. The staff's goal is to make children feel good about his/her accomplishments through positive interactions. The leader/child ratio is maintained at one instructor per ten students.

Andover sites for Key Academy are evaluated annually. This is a licensed child-care center for school-age children which will run from 6:30 a.m. to the start of school and from school dismissal to 6 p.m. Program information and the fee schedule are available to parents/guardians at enrollment or throughout the school year. For Key Academy information, parents/guardians may call any branch of the Wichita YMCA.

Lost and Found

Please write your child's name on coats, lunch boxes, school supplies and other personal items. Students finding lost articles should take them to the designated lost and found area. Valuable items found should be brought to the office. Unclaimed items will be donated to charity at the end of each semester.

Parent Communication

Daily Assignment Notebook: Assignment notebooks are issued at some grade levels at the beginning of the school year. Students will learn to record daily assignments and to carry this book from class to class and home. The assignment notebook will assist each student in developing good work and study habits and will serve as a daily communication between school and home. In the event students misplace their assignment book they will be expected to purchase a new one at the school office. In the interim, students will be required to record daily assignments. This will assure that the communication between school and home will continue.

Newsletters: An administrative parent newsletter is sent home on a regular basis. These newsletters will inform parents of upcoming events and general school information.

School Messenger: At times, the automated phone messaging and email system may be utilized by the district or school for important updates or messages. The system will call parent/guardian numbers and email addresses that are listed in PowerSchool.

Parent/Teacher Organization: Each elementary school has an active Parent Teacher Organization (PTO) where parents and teachers work together to achieve the most positive learning environment for the children of the district. There are many programs sponsored by the PTO and these programs

are dependent upon parent and teacher time and talents. We hope all parents will take an active interest in their parent organization. Special programs will be presented throughout the year for parents/guardians.

Parent/ Teacher Conferences: Parents are encouraged to contact the teacher for a conference any time there is a concern. Conferences will be scheduled by the teacher whenever deemed necessary by the teacher and/or parents and should include the teacher, the parent(s)/guardian(s), and sometimes the student. If there is a concern about what is going on in your child's class, please contact the teacher first.

PowerSchool: The PowerSchool Guardian/Student system is intended to provide parents, students and teachers with a tool to communicate student performance. It is a web-based application that may be accessed from anyplace the parent/guardian or student can access the Internet. To bring up the Parent login page go to our website, usd385.org, and click on the PowerSchool link.

Website: The district provides current information and calendar events for the public at usd385.org.

Parties

Organized classroom parties are planned by the PTO room parents. The purpose of classroom parties is to allow students the opportunity to celebrate special occasions but should not interfere with the instructional environment of the school. Classroom parties shall not exceed one hour.

For fall costume parties, participating students should bring their costumes to school in a sack. Costumes will be put on prior to each classroom's party and should be something that is easy to put over the child's clothing. Please use discretion when choosing your child's costume. Students are not permitted to bring or wear masks, makeup, or any scary, or ghoulish costumes. Students are also not allowed to bring any type of play weapon. If you do not want your child to participate in a fall costume party, please notify your child's teacher, so that they can plan an alternate activity for your child.

Students may celebrate their birthdays in the classroom, but parents must contact the classroom teacher regarding appropriate time and treats. If the treats provided require napkins, cups, plates or eating utensils, it is the responsibility of the parents to provide these items.

Party Invitations

Party invitations may not be distributed in the classroom unless every child in the room will receive one. We recommend mailing the invitations if not all children are invited.

Personal Property

Unnecessary personal items may be lost or stolen or cause a disruption, therefore, it is strongly recommended that students not bring personal items to school, unless an adult supervisor has given permission.

Electronic Devices

No electronic devices may be used without staff authorization, nor should they be used to take pictures, recordings, or videos of others unless it is an authorized activity directed by a staff member. Electronic devices, including cell phones and smart watches, that cause a disruption to the

educational setting are not acceptable and will be confiscated from students and returned only when a parent or guardian comes to the school to claim the item.

Students may bring cellular telephones to school; however, the cell phone must remain in the student's backpack until the end of the school day. Any cell phone and/or other communication device that is not kept in a student's backpack will be taken from that student and given to the administration, who will contact the parents. Violators of this policy may be subject to disciplinary action which may include the loss of cell phone privileges.

Property and Textbooks

Students should take pride in their school. There will be NO marking in books, on desks, chairs or walls. In the event textbooks, library books or school property is lost, damaged or destroyed the student and parent are responsible for its repair or replacement.

Recess

All students have recess. The number of recesses will vary by grade level. Outdoor recess is preferable and we encourage all students to go outdoors, but if weather is prohibitive, recess will be indoors in the classroom. Dress your child appropriately during the cold weather months. They should wear heavy coats or jackets, gloves or mittens, and/or hats. During the winter months, the school guidelines for outdoor activities are as follows:

- Students are allowed limited time outdoors when the wind chill is 15-31 degrees.
- No outside activity is allowed when the wind chill factor is 14 degrees or less. If your child must miss outdoor recess for two or more days, he/she MUST HAVE A WRITTEN REQUEST FROM THE DOCTOR.

Safety and Security (EBC, JDDB)

The district shall make reasonable efforts to provide a safe environment for students and employees.

Crisis Plan: (JGEAA) The board directs the superintendent to develop and implement an organized plan to deal with any crisis, which may arise in an attendance center. The administration and staff have a plan on file in each building and a copy of the plan shall be on file with the BOE clerk. Staff will be trained in the implementation of the building crisis plan. All such plans shall be approved and adopted by the board. As necessary, students and parents will be informed about the details for any approved crisis plan. Crisis plans approved by the board shall be subject to regular review by the administration.

Drills: Drills will be conducted regularly based on the schedule outlined by Kansas law.

School Safety Hotline: A statewide school safety hotline has been established that is staffed by the Kansas Highway Patrol. The purpose of the hotline is to give students the opportunity to report "impending school violence." Student calls will be received by a single statewide highway patrol dispatch center, then transferred to local law enforcement who will relay information to the local school administrator. The toll-free Kansas School Safety Hotline number is 1-877-626-8203.

School Resource Officer/ Police: USD 385, in partnership with the City of Andover, may contract for a School Resource Officer. This officer will act as an employee of the school district until such time as

any incident rises to the level of a crime, requires a criminal investigation or until such time that the school administration notifies the officer that he is in a law enforcement capacity. The school administration reserves the right to use police/security at school functions.

Interrogation (See JCAC): Building administrators, school resource officers, and others designated by the superintendent may conduct investigations and question students about violation of school rules, the student conduct code and/or law. The investigators shall not be required to contact the student's parent, guardian, or representative prior to questioning and may request law enforcement, school resource officer(s), and/or school security officer(s) for assistance in conducting the investigations. If there is a reason to believe a violation of criminal law has been committed, the designated administrator and/or school resource officer shall notify the appropriate law enforcement agency of criminal conduct as provided in law and/or board policy and may request further investigation of the alleged violation.

When a school resource officer or campus police officer begins an investigation of a potential violation of criminal law by a student on the officer's own initiative and not at the behest of a building administrator or the designee of the superintendent, such officer will notify the building administrator and will make a reasonable attempt to contact the student's parent, guardian, or representative prior to initiating questioning.

Reporting to Law Enforcement (See EBC and JDD): Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- in possession of a weapon,
- in possession of a controlled substance or illegal drug; or
- to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the principal shall report such act to the appropriate law enforcement agency.

Surveillance Cameras: Except in locations expressly prohibited by state law, surveillance cameras may be used to monitor student behavior in or around any district facility or in district vehicles. Surveillance footage which is a record of student behavior shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either erased or reused. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

Searches of Students (JCA, JCAC, JCABB) Principals are authorized to search students if there is reasonable suspicion that district policy, rules, or directives are being violated. School authorities shall not conduct strip searches. All searches by the principal shall be carried out in the presence of another adult witness.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student's parent(s) and may call law enforcement. Items, which the principal believes may be connected with illegal activity, shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the

principal may take disciplinary action and/or seek assistance from law enforcement. If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials. If the principal believes a student is in possession of an object, which can jeopardize the health, welfare, or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff. Written documentation of each search shall be maintained by the principal. (Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent or designated representative.)

Searches of Property: Principals are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Whenever the principal is mentioned in this policy, it shall be construed to include the superintendent "or designated representative."

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search. If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search, which shall be made in the presence of the principal. Prohibited items found during the search shall remain in the custody of the building principal, designated representative or the law enforcement officer. If any items are turned over to law enforcement officials, the building principal shall receive a receipt for the items.

Student Behaviors: Teachers and other professional or paraprofessional employees are required to notify administrators and administrators are required to notify all other school employees when they have knowledge of the following student behaviors:

- the identity of any student who has been expelled for conduct which endangers the safety of others;
- the identity of any student who has been expelled for commission of felony type offenses;
- the identity of any student who has been expelled for possession of a weapon;
- the identity of any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- the identity of any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

Suspension and Expulsion: Suspension and Expulsion Procedures (See JDD, AEB, EBC, IHEA, JBD, JCDBB, JDC, JCDA, JDDB, JDDC, and JHCAA)

Except as limited by Section 504 or IDEA, a student may be suspended or expelled for reasons set forth in Kansas's law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy.

Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Reasons for Suspension or Expulsion*:* Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption, or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

Short-term Suspension*:* Except in an emergency, a short-term suspension (not exceeding 10 school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and to be notified of the charges and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Long Term Suspension or Expulsion: Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall 34 designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by the board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.

Findings required by law shall be prepared by the person or committee conducting the hearing.

- A record of the hearing shall be available to students and parents or guardians according to

Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Rules Which Apply in all Cases When a Students May be Suspended or Expelled:

- Refusal or failure of the student and/or the student's parent(s) to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies, which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation, the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.

During the time a student is suspended or expelled from school, the student may not:

- Be on school property or in any school building without the permission of the principal.
- Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Student Rights during a Long-Term Suspension/Expulsion Hearing: The student shall have the right

- To counsel of his/her own choice;
- To have a parent or guardian present;
- To hear or read a full report of testimony of witnesses;
- To confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- To testify in his or her own behalf and to give reasons for his or her conduct;
- To an orderly hearing; and
- To a fair and impartial decision based on substantial evidence.

Appeal to the Board: The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board

within 20 calendar days.

- The student and the student's parent shall be notified in writing of the time and place of the appeal at least five calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published adopted student and conduct regulation.
- Conduct which substantially disrupts, impedes, or interferes with school operation.
- Conduct which endangers the safety or substantially infringes on or invades the rights of others.
- Conduct which constitutes the commission of a felony.
- Conduct which constitutes the commission of a misdemeanor.
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation.
- Possession of a weapon at school, on school property, or at a school sponsored event.

Disruptive Acts at School or School Sponsored Activity (See EBC, GAAE, JCDBB, JDDC and KGC): Disorder and disruptive acts at school or school sponsored activities will not be tolerated. Persons threatening the safety of students, school personnel or other persons; damaging school property; or interfering with school or school activities or the educational process; will be asked to leave the premises.

The school administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the superintendent or school principal. In the absence of these individuals, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

Weapons (See JCDBB, EBC, JDC, JDD, JHCAA and KGD): A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and Destructive Devices: As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant- and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any

device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Weapon Violations: Possession of a weapon and/or destructive device listed under the "Weapons and Destructive Devices" heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis Possession of, handling of, and/or transmitting a weapon of a type other than described under the "Weapons and Destructive Devices" heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension or expulsion. The superintendent or the superintendent's designee shall conduct expulsion hearings for weapons violations. Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.Site Council (IB)

Site Council

A site council shall be established in each district building. Each council shall be responsible for providing advice and counsel for evaluating state, school district and school site performance goals and objectives and in recommending methods that may be employed at the school site to meet these goals and objectives.

The membership of each council shall include at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of students attending the school, the business community, and community leaders.
Each principal shall recommend site council members for board approval. Each site council shall establish meeting schedules.

Special Programs

Kansas State ELL/Bilingual Program Requirements:

Andover Public Schools provides English to Speakers of Other Languages (ESOL) services. As outlined by the U.S. Department of Education and the U.S. Office of Civil Rights,
English Learners (ELs) that are enrolled in Kansas schools are entitled to services that ensure the students can meaningfully participate in educational programs and services.

ESOL services are provided in a variety of ways. Some of our classroom teachers have their ESOL endorsement which is special training to support language development. In addition, the ESOL team may

provide in- class support with an instructional aide or provide small group language instruction. More information can be found on the schools website or with an ESOL staff member.

Reading and Math Assistance Programs

Andover elementary schools provide reading and math assistance to children who have consistent problems in these areas. The needs of all children are assessed in order to determine who may need these services. An active parent/guardian involvement component is an important aspect of this assistance. Participation in these programs is based upon present placement criteria and parent/guardian notification.

Section 504: The school district has responsibilities under Section 504 of the Rehabilitation Act of 1973 which include the obligation to identify, and evaluate students' eligibility under Section 504, and if the student is determined to be eligible, to afford access to appropriate educational services.

The Student Based Support Team will schedule meetings to evaluate students' eligibility as needed for Section 504 and ADA protection. The intent is to have every child receive a free appropriate public education. This includes the right to be educated with other students to the maximum extent appropriate.

Special Education: USD 385 is a member of the Butler County Interlocal. On occasion, school testing is completed to determine if a student qualifies for a special education program. More information about the Interlocal and the programs that are available to Butler County Students can be found at https://www.bcsbc.org/

Timeline for initial special education evaluation:
There is no longer a specified timeline for the initial evaluation itself. However, state regulations specify several time requirements that must be completed within 60 school days unless an agency can justify the need for a longer period of time or has obtained written parent consent for an extension of time. The 60 school-day timeline begins when the agency receives informed written parent consent, continues through gathering the evaluation data and determining eligibility, and ends when Individualized Education Plan services are implemented (should the student be found eligible for special education).

1. A referral is made by the parent/guardian or school personnel to the Student Based Support Team. A REFERRAL DOES NOT AUTOMATICALLY RESULT IN TESTING. An Initial Pre-assessment Form is completed. If vision or hearing results are unavailable, screening is completed.
2. The first pre-assessment meeting held with school personnel is scheduled within 30 days of the referral. The team discusses concerns and previous interventions tried and the level of success for each intervention. Additional interventions are then recommended to be tried for at least 30 days. An observation is also assigned.
3. The second pre-assessment meeting is scheduled after the 30 day trial of new interventions. Success or failure of interventions is reviewed. Observation results are shared. If interventions were successful, testing is not recommended. If interventions were unsuccessful, and there is evidence the student is a special education candidate, then an evaluation is recommended.
4. If an evaluation is recommended by the team, parent permission is requested and the student is then evaluated within 60 days after parent/guardian permission is received. 5. The evaluation is completed. A meeting is held with the parent/guardian and selected staff to discuss test results and possible eligibility for special education. If the student does not qualify, the team discusses

what the classroom teacher and other school personnel can do to meet the needs of the student. If the student did qualify, the team develops an Individualized Educational Plan and discusses possible alternative classroom interventions.

Student-Based Support Team: On occasion, classroom interventions may not be enough to meet the needs of a student. When this occurs, the classroom teacher, or parent may refer the student to the Student Based Support Team (SBST). The Student Based Support Team will work to protect and foster an environment which is conducive to learning through consistent programmed prevention, early identification and intervention.

Student referrals are made through a referral sheet obtained in the office. The Student Based Support Team meets as needed to review cases. Teachers and/or parents are involved throughout this review process as the team offers intervention strategies and support for the child. The Student Based Support Team has the following goals:

- To serve as a pre-assessment team, this evaluates academic needs.
- To teach students to resist alcohol and other drug use and to cope with the use of alcohol and other drugs by others.
- To assist teachers in coping with disruptions in the learning environment.
- To recommend interventions/strategies to address concerns.
- To provide appropriate referrals.
- To evaluate student academic placement, this may include retention or double promotion. ● To nurture the home/school connection, strengthening communication and mutual support.

Student Records (See BCBK, CN, CNA, ECA, IDAE, JGGA, JR and KBA)

All student personnel records are to be treated as confidential and primarily for local school use or as otherwise stipulated. Access to student records, excluding student data submitted to or maintained in a statewide longitudinal data system in accordance with board policy IDAE, shall be permitted as set forth in board policies JR and JRB. When records include information on more than one student, the parents of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, has equal rights to their student's records unless a court order specifies otherwise. The district's personnel shall not recognize private agreements between the student's parents.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into such records the parent's written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parents/guardians at the time of the inspection. When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall

thereafter only be required of and accorded to the student.

The parents/guardians of students, or the students if they are 18 years of age or older, must be informed annually by the superintendent or designated representative of the rights accorded them by this section. In addition, the superintendent must inform the public annually or designated representative of the categories of information the institution has determined to be directory information.

Technology - Acceptable Use (See IIBG, IIBGA, IIBGC, IIBF)

Purpose: USD 385 provides computer network and Internet access for its students and employees. The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet.

Acceptable Use Guidelines: Users shall adhere to the following guidelines of acceptable use:

- All use of the computer network and/or Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' emails, files, or data. ● Users shall not use other users' passwords nor disclose their password to others. ● Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- Users shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.
- Students shall not disable or attempt to disable Internet filtering software.

Prohibitions: Although USD 385 reserves the right to determine what use of the district network is appropriate, the following actions are specifically prohibited:

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.
- Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act. ● Utilization of the network to disseminate non-work-related material.
- Utilization of the network as a means for advertising or solicitation.

Monitoring: The school district reserves the right to monitor, without prior notice, any and all usage of the computer network and district Internet access, including, but not by way of limitation, email transmissions and receptions. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the school district, and no user shall have any expectation of privacy regarding his/her use of the computer network or the district Internet.

Internet Safety: In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions or other materials

harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any network or Internet it deems inappropriate or harmful. The school district shall instruct students regarding appropriate online behavior including cyberbullying.

Penalties for Improper Use: Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. The school district has the right to make the determination of what constitutes inappropriate use and use as an educational tool. Inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use which may constitute a violation of federal or state law, and such use may result in criminal prosecution.

Tobacco-Free School Grounds for Students

The use, possession, or promotion of any tobacco product by any student is prohibited at all time in any district facility; in school vehicles, at school-sponsored activities, programs or events and on school owned or operated property.
Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy.
“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or snus.
“Tobacco product” also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, electronic cigarettes, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.

“Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.
“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any

personal articles, signs, structures, vehicles, flyers, or any other materials.

Transfer Guidelines (JBCBBA)

Students shall be required to attend the school designated for the attendance area in which the student resides. Under exceptional circumstances a student may be permitted to transfer to a school outside of the student's attendance area.

Transfers Based Upon Exceptional Circumstances:

- A request for transfer of a student from one school to another may be made based upon exceptional circumstances and for justifiable reasons. Such a request shall be considered on the basis of (1) special needs and interests of the student, (2) efficient utilization of staffing and facilities of the affected schools, and (3) K-5 child care, if verified, and (4) other valid reasons as determined by the superintendent.
- A request for transfer under this provision may be granted if it is deemed to be in the best interest of the student and the school district. The request for transfer must receive approval of the sending school principal, the receiving school principal and the superintendent.

Procedure for Transfer:

1. A request for transfer for the succeeding school year must be submitted to the superintendent's office on forms provided by the school district, on or before May 1. 2. The superintendent of schools shall notify the requesting party of the district's decision by June 15. A copy of each approved transfer will be provided to the sending and receiving schools. 3. If a request for a midyear transfer is initiated, such request shall be made through the appropriate building principals.
4. Requests for transfers must be submitted annually. It should be noted that approval one year is not a guarantee for future approvals.
5. Transitioning fifth graders and eighth graders are expected to enroll in the secondary school designated for the area in which they reside.
6. Parents who change residency (within district boundaries) during the school year may request that their students: a) enroll in the attendance center designated for the area in which they reside; b) finish current semester or school year in the current attendance center; c) request a transfer for an attendance center (following district transfer guidelines); or d) students who are second semester juniors may complete their senior years in the current attendance center. 7. A student who has been granted a transfer must submit another transfer request to return to their home attendance area. Unless substantial cause can be shown, transfers to return to the home attendance area school shall not be approved during the same year for which the transfer was granted.

Superintendent's Authority: The Board of Education authorizes the superintendent to transfer a student from the assigned school to any school in the district whenever such transfer is determined to be in the best interests of the student and the district. The superintendent is authorized to adopt and implement rules, guidelines and procedures concerning transfer of students in order to fulfill the purpose of this policy and to ensure fair and reasonable assignment of students throughout the school district.

Transportation: As a condition for approval of any request for voluntary transfer the requesting party shall be required to sign a transportation waiver form provided by the school district on which it is acknowledged that any right to free transportation that a student may otherwise have by reason of

board policy or state statute is waived.

Eligibility – Activity Exceptions:

- Any student who transfers to a school outside of the student's attendance area or residence shall be subject to all eligibility rules of the Kansas State High School Activities Association and such eligibility rules as may be adopted by the board of education.
- Any administratively initiated transfer of a student shall not result in the loss of KSHSAA eligibility pending completion of Form T-E.

Wellness Policy (JGCA)

The board is committed to providing a school environment that promotes student wellness as part of the total learning experience for its students. To this end, the board shall promote and monitor a local wellness plan that includes methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal standards. The plan shall:

- Include goals for providing proper education, physical activity, and other school-based activities designed to promote student wellness which are based on evidence-based strategies and techniques;
- Meet federal nutrition standards and guidelines for all foods and beverages provided to students in each school during the school day, and
- Ensure standards and nutrition guidelines for all foods and beverages sold to students during the school day at each district school are consistent with the requirements of the School Breakfast Program, the National School Lunch Program, and the competitive food standards established pursuant to the National School Lunch Program.

The Superintendent or designee shall be responsible for the implementation and oversight of this policy and plan to ensure each of the district's schools, programs, and curriculum is compliant with this policy, the plan, and existing law and regulations. Each building principal or designee shall annually report to the superintendent or designee regarding compliance in his/her school. Staff members responsible for programs related to school wellness shall also report to the superintendent or designee regarding the status of such programs. The superintendent or designee shall then annually report to the board on the district's compliance with law, policy and the district's plan related to school wellness.

Wellness Committee

The board shall establish a wellness committee comprised of, but not necessarily limited to, at least one of each of the following: school board member, district administrator, district food service representative, student, parent/guardian, school health professional, and physical education teacher, and member of the public. The wellness committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing, and periodically reviewing and updating a school wellness policy and plan that complies with law to recommend to the board for adoption. The wellness committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity, and other school based activities that promote student wellness as part of the policy and plan development and revision process.

The superintendent or designee and the wellness committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy and plan as part of a continuous improvement process to strengthen them and ensure proper implementation. This

triennial assessment shall be made available to the public in an accessible and easily understood manner and include:

- The extent to which district schools are in compliance with law, policy, and its plan related to school wellness;
- The extent to which this policy and plan compare to model local wellness policies; and • A description of the progress made by the district in attaining the goals of this policy. At least once every three (3) years, the district shall update or modify this policy and wellness plan based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information, and technologies emerge; or new federal or state guidance or standards are issued.

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy and plan via the district website, student handbooks, newsletters, or other efficient communication methods. This annual notification shall include information on how to access the school wellness policy and plan; information about the most recent triennial assessment; information on how to participate in the development, implementation, and periodic review and update of the school wellness policy and plan; and a means of contacting wellness committee leadership.

Recordkeeping

The district shall retain records documenting compliance with the requirements of the school wellness policy, which shall include:

- The written school wellness policy and plan;
- Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the school wellness policy and plan and any updates to these documents;
- Documentation of efforts to review and update the school wellness policy and plan, including who was involved in the review and methods used by the district to inform the public of their ability to participate in the review; and
- Documentation demonstrating the most recent assessment on the implementation of the school wellness policy and plan and notification of the assessment results to the public.

Visitors

Parents/guardians are welcome on campus or in classrooms. Please make arrangements in advance with the teacher to avoid any classroom interruption. Visitors and volunteers DO need to check in at the office when entering the building, and they need to secure a name tag.

Volunteer Expectations

- Sign in and out in the office, taking a visitor badge.
- Respect the confidentiality of the teacher and the students, and refrain from discussing confidential issues outside the school setting. Volunteers may be asked to grade student papers. Under the FERPA laws, all who work with students must keep records and information confidential. Volunteers may be asked to sign a statement of confidentiality.
- Respect the teaching/learning process by arranging to discuss your child's progress at times other than when you are volunteering.
- Maintain open and honest communication with school staff. Bring any concerns you have to the teacher.

- Maintain a strong relationship of trust, integrity, and respect with adults and children.
- Be dependable. Follow through on tasks by attending at the dates or times arranged.
- Siblings and younger children can be distracting to the volunteer and to students in the classroom. Please make other arrangements for younger children during your scheduled volunteer times.

Family Handbook Appendix

2025 - 2026



Meadowlark Elementary

1122 N 159th St E

Wichita,KS 67230

(316) 218-4630

Dana Matheny, Principal

Brooke Holcomb, Counselor

ARRIVAL AND DISMISSAL PROCEDURES

Attendance Hours: Kindergarten – 5th Grade: 8:45 a.m. - 3:45 p.m.

School begins at 8:45 a.m. and ends at 3:45 p.m. Students should arrive no earlier than 8:30 a.m. **All doors will remain locked until 8:35** and supervision can happen. There will be no direct supervision of students prior to 8:35 a.m., so for the safety and well being of your children, we ask that you make child care arrangements for your children. Neighbors or relatives may be able to watch your children before school, or the YMCA has a latchkey program at Meadowlark. Information about the program can be found at http://www.ymcawichita.org/child-care-camp/after-school.

Late Arriving Students:

Students who arrive after 8:45 a.m. can be dropped off in the main parking lot. During the pandemic and to avoid having unnecessary visitors, please call the main office at 316-218-4630 to check in your child.

Early Pick Up of Students:

Parents wishing to pick up their children prior to 3:45pm, please pull into the main parking lot and call the office at 316-218-4630 and we will send your child to your car. We appreciate you helping us to limit the number of visitors in the main office.

Bus Riding:

In the morning, the buses should arrive at the school at approximately 8:35 am and will deliver students to the bus oval on the north end of the building.

Car Riding:

At arrival, please enter the second entrance on 159th and follow the drive to the back of the school building (southeast end). Cars will need to be single file and students need to remain in the car until school personnel signal students to exit the car.

At dismissal, please enter the second entrance on 159th and follow the drive to the back of the school building (southeast end). Cars need to be in a single file and students will be dismissed to your car. ALL students need to load the car from the passenger side. This is done for the safety of your child.

Bike Riding:

Students are allowed to ride their bike to and from school. We ask that students stop and look both ways before crossing the road at the south entrance of the school. Once on school property, students must walk their bikes.

If there is a change in your normal routine for arrival and dismissal, i.e. your child is to be picked up by someone other than the bus or parent, the office needs to be notified by a note or an email. This must be sent with the student so the teacher, office, and the bus driver are aware of your permission for the change. To ensure the safety of your child, we will not allow a child to leave with anyone other than a parent or bus driver unless notified by the parent.

BUILDING & CAMPUS SAFETY & SECURITY

Building & campus safety and security are of utmost importance. Our goal is to continue to assess, refine, and improve our safety efforts and procedures to help ensure that we are as prepared as we can be for crisis situations. In addition to the safety & security measures outlined on p. 16 of the Andover Elementary School Family Handbook, Meadowlark has implemented some additional measures of safety & security.

- All Meadowlark visitors will need to use the securely locked central entrance doors. These doors will be locked during the school day. Meadowlark visitors will need to press the button on the keypad to ring the office, the office staff will unlock the door, and visitors are to report to the Meadowlark office. Once in the office, please sign in and wear a Visitor's badge which should be worn while in the building.

- Meadowlark has a FEMA Tornado Shelter on campus in 4 of our classroom spaces. In the event of a tornado warning, all persons in the building will be directed to go to one of the four FEMA shelter locations. Once all are secure in the space, the shelter doors will be closed and locked. In order to maintain the safety that the shelter provides, the doors will need to remain locked until the danger/threat has passed. Students will not be allowed to leave until the Tornado Warning has been cancelled by the National Weather Service.

CHARACTER EDUCATION

Meadowlark Elementary School's Vision Statement: To ignite a student's passion with the freedom to go beyond anything they can imagine.

Meadowlark's Code of Conduct: I will be Respectful, Responsible, and Ready to Learn in All Settings.

Capturing Kids' Heart: "If you have a child's heart….you have a child's mind." - Flip Flippen

Our teachers have been trained in Capturing Kids' Heart (CKH) and we implement the CKH's process in the school building and within the walls of our classrooms. It is a powerful process of making connections between staff and students, students and their peers, and staff with families. Meadowlark is a national Capturing Kids Heart Showcase school!

Key Components of Capturing Kids' Hearts:

EXCEL Model:

Engage

A way of building A bridge by teachers and students personally greeting each other with a handshake, a high five, or a hug. Teachers are instrumental in modeling appropriate handshakes and eye contact.

eXplore

A way to identify the needs of students by teachers/staff looking for opportunities to connect and interact with students. This is most often seen through "Good Things." Students throughout the day share the good things happening in their life. Teachers and students also work on affirming each other through their words and their actions.

Communicate

A way of meeting the needs of students by creating varied instructional dialogue. The interactions can be whole groups with the teacher directing the communication, collaborative within small groups with the teacher facilitating, or a personalized reflective mode. The teacher and students refer back to the social contact. The social contract is built by each classroom to establish expected behaviors by the group. The teacher and students

work collaboratively to create this displayed tool. The ultimate goal is for the students to work as a self managing group.

Empower

A way of transferring the instructional, communicative, and collaborative power to the students. This is accomplished by students working more directly with their peers and through the usage of student voice and choice in what and how they are learning. This is an ongoing work in progress for teachers and students.

Launch

A way to end a lesson or the school day in a meaningful and valuable way. This is done consciously by the teacher to leave the day with an impactful quote, a classroom motto or song, or a video.

BEHAVIOR SUPPORTS

Guidelines for an Effective Discipline Program

Children must be taught the difference between appropriate and inappropriate behaviors, how to resolve conflicts effectively, how to cooperate with others, how to show respect for others and how to behave responsibly and with self-control. It is our goal at Meadowlark Elementary to facilitate this learning process and to make every disciplinary event an opportunity for learning. It is our hope that all students will be treated fairly and that being fair means giving each student what he or she needs, not treating everyone exactly the same.

Capturing Kids' Heart Discipline or Behavior Model

The goal for Meadowlark's behavior model is for boundaries to be set by teachers, staff and students while also preserving the relationship created and fostered. The overarching goal for the teacher is to: keep the environment safe, to help to de-escalate behavior, to keep consistent, to stay calm, and to help model appropriate skills to deal with conflict.

The Four Questions will help students and the teacher to focus on positive behavior, promote self reflection, and to empower students to take responsibility for their behavior/actions.

Four Questions will be asked by teachers within the whole group setting as well as one on one with students, as necessary.

1. "What are you doing?"
2. "What are you supposed to be doing?"
3. "Are you doing it?"
4. "What are you going to do about it?"

*(Follow-up - what will happen if you break our social contract?)

If student behavior continues, a consequence will occur. This can look like behaving out - students being removed from the classroom.

Behaving Out:

The goal of any school is to educate all students, therefore, students should be in class as much as possible. Removal from the classroom should be kept to a minimum. If a student is disruptive or interfering with the education of self or others, removal for a specified amount of time is appropriate. The minimum amount of time needed for effectiveness should be used. Sometimes it takes just a few minutes for the student to regain control, while other times may require extended periods of time. If the student requires removal from the classroom, the Time Out Room in the office should be used, even if it is for a few minutes.

Visitors and volunteers are welcome at Meadowlark Elementary! Please coordinate with the classroom teacher if you are interested in volunteering in the classroom. We ask that you sign in at the main office. We are not allowing visitors in the school building for lunch but you are welcome to check your child out for lunch.

The education of our children is a shared responsibility between home, school and community. We encourage parents/guardians, relatives, and community members to become involved in the educational experience of their children. Please make arrangements in advance with the teacher to avoid any classroom interruptions.

In an effort to provide a safe environment for our students and staff, all doors are locked throughout the day. Upon arrival at the school, please report to the front office and we will give you a visitor's badge to wear during your visit to our school. Remember to return the badge to the office when you leave the building. Please realize that this policy is for the safety of the children and the staff in the building. Thank you for helping us to provide a safe campus for our students and staff.

Revised February 2025

VISITORS AND VOLUNTEERS